SENIOR PROGRAMMER ANALYST

PURPOSE:

To coordinate, plan, report on, and participate in assigned information management projects.

FUNCTIONAL AREAS: Under general direction:

1.   Coordinate, plan, and report on assigned information management projects.

   *   A.   Coordinate and specify project activities with department managers and other involved staff through oral and written communication.
   *   B.   Report to, consult with, and advise departments on a recommended course of action.
   *   C.   Prepare, implement, and monitor a project plan which schedules the analysis, design and implementation of assigned projects.
   *   D.   Review and report project schedules, achievements, and problems to supervisor and end user.

2.   Participate in the analysis, design, develop, and implementation of information management systems.

   *   A.   Analyze user requirements in terms of information flow and functional procedures within departments to determine the feasibility, alternatives and time commitments to implement an information management system.
   *   B.   Analyze local and external information management systems for applicability and adequacy to satisfy new data management requirements.
   *   C.   Develop in detail the forms, screens, reports, programs and equipment required to implement an information management system.
   *   D.   Prepare detailed design specifications in the form of structure charts, diagrams and narrative for technical analysis and coordination of project efforts.
   *   E.   Design and develop file structures to satisfy program requirements.
   *   F.   Design and write software logic in the appropriate programming language to create new or modify existing programs.
   *   G.   Develop operational and user procedures in appropriate job control language.
       H.   Develop test scenarios to validate system logic.
   *   I.   Prepare and improve written documentation of overall systems, programs, and procedures.

3.   Coordinate and direct implementation efforts.

       A.   Plan and schedule implementation of assigned projects with involved staff.
       B.   Assign, direct, and check the work of other staff assigned to projects.
       C.   Assist in training programming staff in techniques and standard procedures.
       D.   Train and advise user personnel in the use of new data processing systems or changes to existing systems.

4.   Perform supporting duties when requested.

      A.   Provide technical inputs and recommendations for hardware and software changes within the Data Processing department.

      B.   Review Data Processing department requirements and specify technical and procedural modifications.

      C.   Assist in the design of standard techniques and programs to support common data management requirements.

JOB REQUIREMENTS

Education and Experience

** A.   Completion of a data processing vocational training program with specific courses in computer programming design and development including analysis and diagraming and six (6) years of professional experience in computer systems analysis using an applicable programming language (e.g., COBOL); or

** B.   College degree in Computer Science, Data Processing, or Information Systems, plus four (4) years of experience in computer systems design and development using an applicable programming language (e.g., COBOL); or

** C.   A combination of verifiable education and experience equalling eight (8) years which demonstrates possession of the knowledge, skills and abilities listed below.

Knowledge

** A.   Knowledge of the principles and techniques of information management system development.

** B.   Knowledge of analytical and statistical methods and their application to computerized information systems.

** C.   Knowledge of data and file management techniques.

** D.   Knowledge of operational procedures required for development and maintenance of production software.

** E.   Knowledge of the operation of a computer and related data processing equipment.

Skills

** A.   Skill in communicating logically and accurately in oral and written forms.

** B.   Skill in evaluating and analyzing projects on a broad perspective.

** C.   Skill in the operation of a mainframe or personal computer and related data management equipment.

      D.   Skill in writing documents specifying recommendations, plans, schedules, milestones, and achievements of a project.

Abilities

** A. Ability to conduct independent research for the development of project specifications, and recommend improved or new systems to meet user requirements.

   B. Ability to conduct informational gathering and problem solving meetings with users and programming staff.

** C. Ability to interpret user requirements in order to define and develop written system specifications.

** D. Ability to establish and maintain effective working relationships with supervisors, employees and other staff.

   E. Ability to organize, schedule, coordinate and delegate work.

** F. Ability to function as a programmer/analyst and participate in analysis, design and programming activities.

*   Essential functions of the job.

** Job requirements necessary on the first day of employment.

Anlst:	Date:
Union: Basic	Pay: 137
CSB: 19950307	
CC: 19950403	Res: 95-0304R